



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

MITT ROMNEY  
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KERRY HEALEY  
Lieutenant Governor

ELLEN ROY HERZFELDER  
Secretary

ROBERT W. GOLLEDGE, Jr.  
Commissioner

\*\*\* NEW IN 2004!! SUBMIT YOUR SURVEY ONLINE VIA eDEP!! \*\*\*

December 2004

Dear Recycling Processor:

As part of the annual progress report for the Massachusetts Beyond 2000 Solid Waste Master Plan, the Department of Environmental Protection (DEP) surveys processors of Massachusetts recyclable materials in order to determine the state's waste reduction rate. The data we collect helps us expand markets for recycled materials, improve waste reduction programs, and more accurately gauge the state's waste management capacity needs. The data will be released to the public in aggregate form only and will not be linked to individual processors.

The Solid Waste Facility Site Assignment Regulations [310 CMR 16.05(3)(c) and 310 CMR 16.05(3)(d)(6)] state that certain conditionally exempt recycling operations must submit certified reports to DEP annually in order to maintain their exempt status. Submitting this survey fulfills that requirement. Please note that the submission of this form does not necessarily qualify your facility as conditionally exempt. Only those facilities that meet the conditions of 310 CMR 16.05(3)(c) and 310 CMR 16.05(3)(d)(6) are conditionally exempt.

Beginning in 2004, DEP is offering 3 ways for you to submit the Recycling Processor Survey:

- 1) **NEW!! File electronically with eDEP!** Requires a one-time online registration. This should take no more than 10 minutes, and you can submit your survey online immediately. DEP encourages filing electronically – it saves postage, saves paper, saves natural resources, increases reporting accuracy and allows DEP to process surveys more quickly. To register visit <https://edep.dep.mass.gov/DEPHome.aspx> Instructions for registering can be accessed at this address and once you register you can submit your survey online immediately.
- 2) **Download the form directly from DEP's website at** <http://www.mass.gov/dep/bwp/dswp/dswmpubs.htm#rcreport> and submit via fax, email or mail.
- 3) **Request that the form be mailed directly** to you from DEP and submit via fax or mail.

This information is available in alternate format by calling our ADA Coordinator at (617) 574-6872.

DEP on the World Wide Web: <http://www.state.ma.us/dep>



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Please visit our website at <http://www.mass.gov/dep/bwp/dswm/dswmpubs.htm#rcreport> to access more information and links for filing electronically with eDEP, or to download forms for paper submittals.

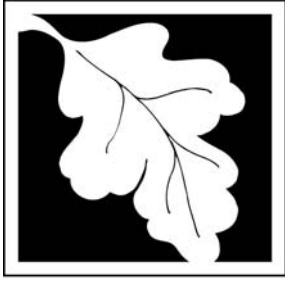
If you have questions regarding submitting the survey, or need more information, please contact Amy Roth at 617-292-5634 or via email at [Amy.Roth@state.ma.us](mailto:Amy.Roth@state.ma.us)

Measuring recycling in Massachusetts is an important endeavor. Thank you for your time and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "John Fischer". The signature is fluid and cursive, with the first name "John" and last name "Fischer" clearly distinguishable.

John Fischer  
Branch Chief, Waste Planning  
Bureau of Waste Prevention



**2004 Annual Recycling Process Survey**  
Massachusetts Department of Environmental Protection

**RECYCLING PROCESSOR SURVEY INSTRUCTIONS**

***PLEASE NOTE: This survey includes all MSW and Non-MSW recyclable materials on one form.***

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- 3) **Request that the form be mailed directly to you from DEP and submit via fax or mail.**
  - a) **MAIL TO:** Amy Roth  
Massachusetts Department of Environmental Protection  
1 Winter Street, 8<sup>th</sup> Floor  
Boston, MA 02108
  - b) **FAX TO:** Amy Roth - 617-292-5858
  - c) **EMAIL TO:** Amy.Roth@state.ma.us

**PLEASE RETURN COMPLETED SURVEY BY TUESDAY, FEBRUARY 15, 2005**

Below are instructions for filling out the 2004 Recycling Processor Survey as well as definitions of items found on the survey form.

**Directions:**

1. Please correct any contact information that is incorrect, or complete any incomplete contact information, especially an email address. DEP plans to send these surveys electronically in the future, to reduce paper use.
2. Please report all quantities in TONS.



## 2004 Annual Recycling Process Survey

Massachusetts Department of Environmental Protection

### RECYCLING PROCESSOR SURVEY INSTRUCTIONS

3. **All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category.**  
For example, if you process 4000 tons of wood, and 2000 tons went to wood for fuel, and 2000 tons were C&D wood recycled, you would report these tonnages separately.

**Correct**

C&D Wood	2,000 tons
Wood for fuel	2,000 tons

**Incorrect**

C&D Wood	4,000 tons
Wood for fuel	2,000 tons

4. Please report tonnage received from Massachusetts sources only in calendar year 2004.
5. In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility's report. However, any material received via direct haul from a generator should be counted.)
6. If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material. (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal and 25% was ABC, please report 7,500 tons metal and 2,500 tons ABC.)

#### Definitions:

Asphalt Paving, Brick and Concrete (ABC): Paving or building material normally used in construction activities

Asphalt Roofing Shingles: Roofing shingles sent for recycling.

Carpet: Used carpet from construction and demolition projects sent for recycling

Ceiling Tiles: Ceiling tiles from both residential and commercial construction.

Co-Mingled Materials: materials such as glass, plastic, metal and paper, that are collected and received mixed together.

Disposal: means the final dumping, landfilling or placement of solid waste into or on any land or water or the incineration of solid waste.

Diversion: means other uses for materials other than disposal, including recycling, wood used as fuel (not including material sent to municipal waste combustors), and grading and shaping or cover material for landfills.

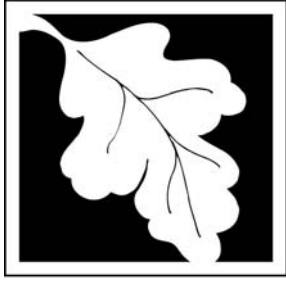
Electronics: all consumer electronics.

Glass: includes all containers, packaging, and glass found in appliances, furniture and plate glass.

Gypsum Wallboard: Gypsum wallboard from C&D activities sent for recycling.

Metals – Non-C&D: ferrous and non-ferrous metals derived from used appliances, residential scrap metal, manufacturing processes, aluminum, and beverage and other steel/tin cans. Does not include automotive metals, C&D materials (such as aluminum siding, wiring and piping. Please report that tonnage under *Metal-C&D*), or industrial metals.

Metals – C&D: metal from construction and demolition debris, such as rebar, aluminum siding, and piping.



# **2004 Annual Recycling Process Survey**

## **Massachusetts Department of Environmental Protection**

### **RECYCLING PROCESSOR SURVEY INSTRUCTIONS**

**Organics - Food Waste:** includes uneaten food, food preparation scraps from residences and commercial establishments (restaurants, supermarkets and produce stands), institutional sources (school cafeterias) and employee lunchrooms.

**Organics - Yard Waste:** deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials, but not brush, stumps and other wood.

**Paper – Except Cardboard:** includes magazines, newspapers, office paper, telephone directories, mixed paper, and other paper products including books, third-class mail, commercial printing, paper towels, paper plates and cups.

**Paper - Cardboard:** includes all old corrugated containers.

**Plastic:** includes all types of plastics from packaging, food containers, beverage containers, bags, wraps, and plastics found in appliances, furniture, and sporting and recreational equipment.

**Processors:** refers to intermediate operators that handle recyclable materials from collectors and generators for the purpose of preparing materials for recycling (MRFs, scrap metal yards, paper dealers and glass beneficiation plants). Processors act as an intermediary between collectors and end users of recyclable materials.

**Recycling:** series of activities by which discarded materials are collected, sorted, processed and converted into raw materials and used in the production of new products. Excludes the use of materials as a fuel substitute for energy production.

**Textiles:** includes fiber from apparel, furniture, linens (sheets and towels), rugs, and footwear.

**Tires – Non-Fuel:** Tires from automobiles and trucks, but does not include tires that are chipped for energy recovery.

**Tires - Fuel:** Tires that are sent to Waste to Energy Facilities to be used as fuel.

**Wood – Non-fuel:** new lumber, particle board, pallets or wood from construction and demolition waste recycled into mulch, particle board, or other uses. Does not include wood from land clearing or wood sent for fuel.

**Wood For Fuel:** new or used lumber, C&D Wood, or wood waste that is sent to power plants for energy recovery (not including wood sent to municipal waste combustors).

**Wood Waste:** means discarded material consisting of trees, stumps and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber or wood from construction and demolition waste and does not include wood pieces or particles containing or likely to contain asbestos, or chemical preservatives such as creosote or pentachlorophenol, or paints, stains or other coatings.

**Other:** Other materials recycled such as mattresses, Household Hazardous Waste, Bulky Waste, oil filters, fluorescent tubes.